

Adding CDASS to the Brain Injury Waiver

Webinar for Case Managers

DATE / TIME:

December 17, 2013

1:30-3:00 pm

AUDIO OPTIONS:

Use Telephone

Dial: 1-877-820-7831

Access Code: 982280



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What You Will Learn

- CDASS Basics
- CDASS expansion information and timelines
- How to enroll a CDASS client Step-By-Step
- Ongoing support for case managers and clients
- Resources

What is CDASS?

- Established in 2002
- Gives Medicaid recipients the **opportunity to manage** their own attendants who provide personal care, homemaker and health maintenance services
- **Empowers** clients to select, train and manage the employees of their choice to best fit their unique needs

Why CDASS?

CDASS is intended to:

- Increase client's **independence** and self-sufficiency
- Improve **quality** of support services client receives
- Enable client to have a more **healthy and productive** life
- Allow client **greater flexibility** and control in managing their support needs
- Places client in role of **making decisions** about support services

Principles of Consumer Direction

FREEDOM – The opportunity to choose where and with whom one lives as well as how one organizes all important aspects of one's life with freely chosen assistance as needed

RESPONSIBILITY – The obligation to use public dollars wisely and to contribute to one's community along with freedom and choice, the client also has a responsibility to follow the rules of CDASS

AUTHORITY – The ability to control some targeted amount of public dollars

CONFIRMATION – The recognition that individuals with disabilities themselves must be a major part of the redesign of the human service system of long term care

SUPPORT – The ability to organize that support in ways that are unique to the individual

Expansion to Brain Injury Waiver

- Stakeholder workgroup focused on expanding CDASS
 - Brain Injury waiver targeted as next waiver for CDASS based on stakeholder feedback
- CDASS is not available for clients enrolled in the BI Waiver and residing in supportive living programs
- Approximately 140 people currently on BI waiver will now have access to CDASS

Expansion Timeframe

- Waiver amendment has been submitted to Centers for Medicare and Medicaid Services (CMS)
 - Requested January 1, 2014, start date
 - State must receive CMS approval prior to providing new service delivery option to clients enrolled in the BI waiver
- Effective January 1, 2014, pending CMS approval, you may begin submitting referrals for clients in the BI waiver

Referral Process

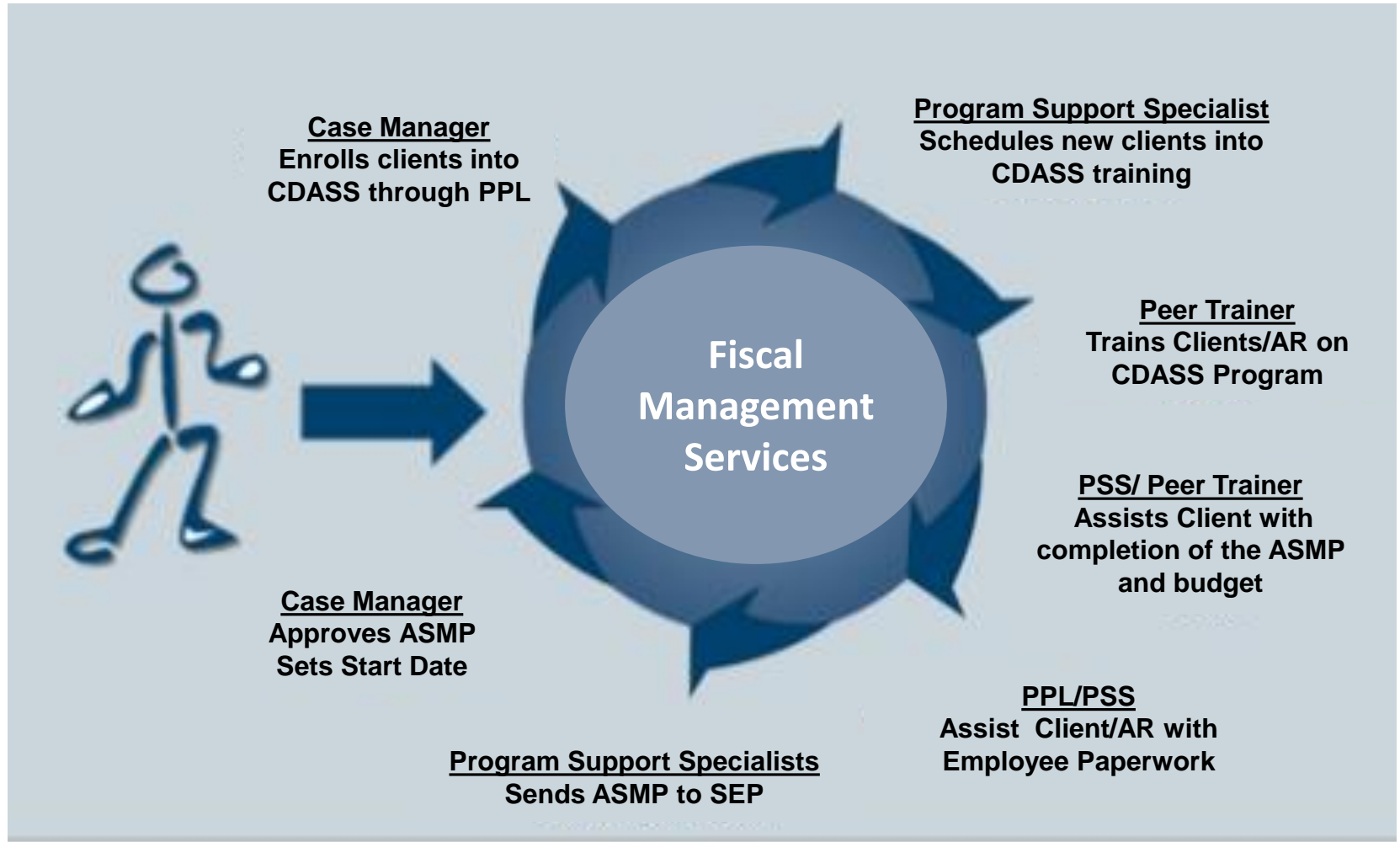
- Case Manager should complete **Client Referral form** and attach:
 - Physician Statement
 - Task Worksheet
- If client requires an AR, please include:
 - AR Designation and Affidavit
 - AR Screening Questionnaire



Tip

Submit ALL
documents
at once
for a seamless
referral process

Enrollment Process



How long will it take?



Completing Task Worksheet

- Developed by the case manager with the client
- **Talk with the client** to determine the **average amount of time** needed to complete each task
- Amount of time for all services and supports **cannot exceed 24 hours per day**
- Tasks and the time needed should be **identified needs** in the ULTC 100.2
- **Provide client with a copy** of the task worksheet when complete



Tip

Times on the worksheet are **guidelines only**

Insert times that apply to the client's needs

Allocation Development

- Use **task worksheet**
- Enter information into **Estimator Tool**
- Example: 12 hours of personal care, 6 hours of homemaker and 22 hours of health maintenance per week

SERVICE	Weekly Hours of Service	Adjusted Hourly Rate	# of Weeks	Total Authorized for CDASS Period	Daily Cost Per Unit	Monthly Allocation
Homemaker	6.00	\$ 13.42	52.14285714	\$4,197.50	\$11.50	\$349.79
Personal Care	12.00	\$ 13.42	52.14285714	\$8,398.65	\$23.01	\$699.89
Health Maintenance	22.00	\$ 25.31	52.14285714	\$29,035.75	\$79.55	\$2,419.65
Totals				\$41,631.90	\$114.06	\$3,469.33

PPL Provides CDASS Training

- **Each client** creates an Attendant Support Management Plan (ASMP), based on their individual needs and allocation
- **PPL provides** training and support to clients / ARs in the development of the ASMP
- The training includes **hands-on practice** on how to complete a budget and determine wages and hours

PPL Review of ASMP

Client / AR **must** send their completed ASMP to a Program Support Specialist (PSS) for review

The PSS will:

- Review for completeness
- Ensure budget is within the determined Monthly Allocation
- Ensure budget is calculated correctly
- Send ASMP to Case Manager within 5 days for final approval

Notification of Start Date Needed

Case Manager receives communication from the Program Support Specialist when the client is ready to begin services

This means:

- Client / AR has completed **training**
- Client / AR has completed the **ASMP** with the case manager approval
- Client / AR has **TWO attendants**
- Attendants have all the employment **paperwork complete** and passed **background checks**

When do I issue a start date?

At this point, the Case Manager can issue a start date for CDASS and communicate this to the client / AR and PPL

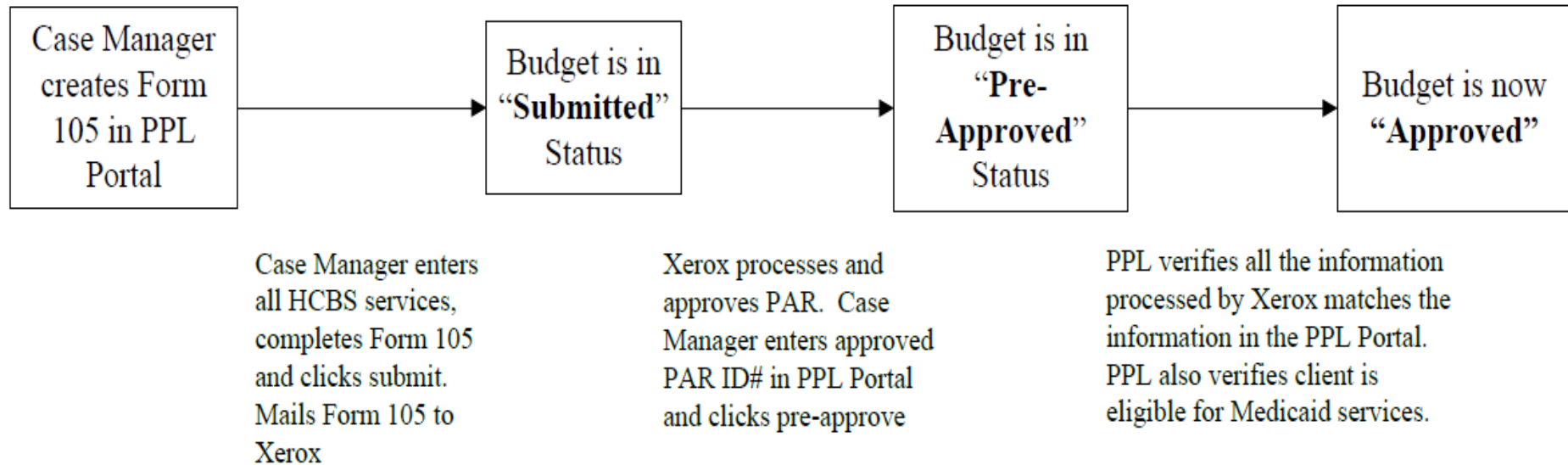
Keep in mind...

- Start date must be either the **1st or 16th of the month**
- There must be an **approved Xerox PAR** with CDASS **prior** to the start of services
- PAR **must be entered** into the PPL Web Portal in approved status

Start Date for BI Waiver Participants

- Pending CMS approval CDASS will be available in the BI Waiver effective January 1, 2014
- Referrals can begin January 1, 2014
 - Start Date for BI participants would follow standard procedure
- Start date cannot precede effective date as approved by CMS
 - PARs with start date prior to January 1, 2014 will be denied

PAR Entry and Submittal



Ongoing Allocation Management

Client Monthly Statements – shows expenditures and hours billed by each service and each employee and includes monthly balance

PPL Web Portal Budget Display – displays real time expenditures and total Overspent/ Underspent Amount

Overspending Monthly Report – details for each Case Management Agency client that has overspent their allocation for the month by dollar figure and percentage of monthly allocation

Amending Allocations

- **Short Term**

- Cannot replace acute home health services
- Can additional services be covered by remaining allocation
- Should be effective as soon as possible

- **Long Term**

- New assessment
- New ASMP
- Revise Service Plan

Ongoing Support and Communication

Program Support Specialists are available to assist with any continued questions or concerns from Case Managers or CMA Administrators on:

- Budget issues and retraining if needed
- PAR entry troubleshooting
- General Web Portal issues
- Client Statement or time sheet questions
- Authorized Representative changes

Case Manager Monitoring

- Contact client once a month for first three months
- Contact client quarterly after the first three months
- If the AR has changed – Contact client monthly for first three months after change



Tip

What am I monitoring?

- **CDASS Management**
- **Satisfaction** of services
- **Quality** of services

Attendants & Authorized Representatives

- Clients who require an AR may not serve as AR for another CDASS client
- An AR cannot be compensated for AR services or reimbursed for CDASS services
- Attendants must be 18 years of age
- Must have two attendants to start services

Waste, Fraud and Abuse

- Report suspected cases to PPL or to HCPF Program Integrity
- Examples
 - Services while in hospital
 - CDASS payment for services other than those allowed under Personal Care, Homemaker, Health Maintenance Activities
 - Fraudulent timesheets

Ending CDASS

- Transitioned from CDASS when alternative services have been secured
- Prior to termination from CDASS (unless involuntary) client can request
 - retraining by FMS
 - designation of AR or new AR
- Termination can be voluntary or involuntary
- Notice of termination in accordance with rule 8.057

CDASS Resources

For detailed information about CDASS requirements:

Rules/Statute

- [10 CCR 2505-10 Section 8.510](#)
- 25.5-6-11.1 C.R.S.

Information

- [Colorado.gov/hcpf > Clients & Applicants > Long-Term Services and Supports > CDASS](#)
- [CDASS Fact Sheet](#)
- [PPL Website](#)

PPL Program Support Specialists

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